Montana Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

MontCAS
Montana Comprehensive Assessment System
January 2012

2011-2012 Statewide Assessment Schedule

December 1, 2011 – January 27, 2012	English Language Proficiency Assessment – WIDA Please see information beginning on page 9 of this newsletter.
January 18 – 20, 2012	OPI Assessment and Data Conference, Helena The conference will begin the afternoon of January 18 with a full day on January 19 and morning sessions on January 20.
February 8 – March 23, 2012	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science. The first week of this window is intended for training and the preparation of materials.
February 29 – March 23, 2012	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.
April 24 – May 8, 2012	ACT Plus Writing Implementation Pilot April 24: Initial Pilot Test Day May 8: Makeup Test Day April 24 – May 8: Accommodated Testing Window

NOTE: Tentative CRT and CRT-Alt Testing Windows for 2012-13
CRT: March 4 – March 26, 2013
CRT-Alt: February 19 – March 26, 2013

Statewide Assessment/Data Conference 2012
January 18-20, Red Lion Colonial Inn, Helena

- **Pre-sessions, Wednesday, January 18, 1:00 – 4:00 pm**
  - Montana Common Core Standards in Math
  - Montana Common Core Standards in English Language Arts
  - Instructional Uses of English Language Proficiency (ELP—WIDA) assessment results
  - ACT Plus Writing Training—Restricted to ACT Pilot School Staff

- Thursday, January 19, 8:30 – 4:25 pm
  8:30am, Keynote: Tony Alpert, CEO of the SMARTER Balanced Assessment Consortium, will provide updates and insights on the adaptive online assessment implementation in 2014-15.
- Friday, January 20, 8:30 – 11:30 am
  8:30 am, Keynote: Bill Kilcullen and Debra Pollard of Microsoft will speak about data and the Montana GEMS data warehouse project.
- Regularly updated information about the conference can be found at http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_5

REGISTRATION
- Register online at http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_5
- On-site registration will be open prior to the pre-sessions on Wednesday, January 18 and at 7:15 am on Thursday, January 19.
- Breakfasts, lunches, and breaks will be provided.
- Starting January 9, the late registration fee of $75 will be charged.
- Online registration ends January 13, 2012 at midnight. On-site and mail registrations will be accepted at the late registration price.
- Conference support is provided by Montana State University Conference Services. Please contact them at 406-994-3333 or stephanie.stratton@montana.edu with any registration questions.
- Refunds for registration must be requested in writing. Full refunds will be offered until January 1. After January 8, a $25 cancellation fee will be charged. No refunds will be approved for requests received after January 14, 2011.

LODGING
The block of rooms reserved at the Red Lion Colonial Inn is no longer available; however, two neighboring hotels will accept the _state rate_ for our conference *as long as the person making the reservation mentions that it is for the OPI Assessment Conference*.

Fairfield Inn	Hampton Inn
2150 11th Avenue	3000 Hwy 12 E
449-9944	443-5800

CRT and CRT-Alternate

Ordering Large Print Versions of the CRT
- System Test Coordinators may order the large print versions online
  - http://iservices.measuredprogress.org
- Choose Montana and click Enter
- Choose "Order Large Print Test Booklets"
- You will need state student ID, grade, and school for each student requiring the large print version.
- **Order deadline for currently enrolled students: January 9, 2012**
- **Order deadline for students enrolled after the January deadline: March 15, 2012**

Important Dates
Test Results, MARS, and AYP Determinations Depend on Accurate and Timely Data Entered in *AIM*

- **Test Window Count Date is March 13, 2012** Students enrolled in the school on this date make up the set of students to participate in the CRT assessment.
- **Data due by March 23, 2012** All Enrollment and Program Participation data should be accurate in AIM by the due date of March 23, 2012. Timely data entry allows AIM staff to perform quality assurance checks and validations.
- **March 26 to April 27, 2012** OPI staff works with District AIM specialists to verify accuracy of AIM data.
- **Changes after April 27 NOT reflected** Any changes made in AIM after April 27, 2012 will NOT be included in the May 1, 2012 snapshot or reflected in AYP calculations or on *MARS*. Please do not wait until April 27 to update your AIM data. We encourage districts to plan ahead to make certain that data are submitted to OPI before the collection deadline to allow the AIM staff to assist districts as they verify the accuracy of the data and ensure quality data is captured in the snapshot and used in the AYP calculations.
- **Testing data snapshot taken May 1, 2012** The testing (AYP) snapshot of data from AIM will be taken on May 1, 2012. This is a snapshot of all students who were enrolled on the test window count date. This data set will be used to determine the student groups, participation rate, and additional academic indicators in the calculation of AYP.

Work together   Please work with your AIM staff to ensure that the data is updated and verified in plenty of time. **The deadlines above and in the following tables are crucial** to accurate data for test results and AYP determinations.

Important Date Details
Spring 2012 Administration CRT and CRT-Alternate

Indicates AIM Collections

Date	Event/Materials

Early January 2012	Manuals posted online at the following link. Training Power Points will follow after the assessment conference.
	http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_7
	Mailing from OPI to System Test Coordinators
	• Information memo for System Test Coordinators
	• One copy each
	  o Test Security and Accommodations Manuals
	  o Test Security Agreements for principals and System Test Coordinators; test security information for teachers
	  o Non-participation memo, log form, instructions for entering information online
	Multiple copies to distribute to schools; non participation memo, log form, instructions for entering information online

January 3 – January 17, 2012	• CRT-Alt Online Registration is open for students enrolled in the system/school after December 5, 2011. Please use the same instructions and passwords as for the October/December window. • All students who are eligible for the CRT-Alternate must be registered for the 2012 administration, including students who have been registered for and have taken the CRT-Alternate in previous years. • Guidelines for eligibility for the CRT-Alternate are online at http://www.opi.mt.gov/pdf/Assessment/CRT/TA/11How-to-Include-Students-with-Disabilities-in-CRT. • For students enrolled after January 17, 2012 please contact Judy Snow, 406-444-3656 or jsnow@mt.gov
January 5, 2012	2012 CRT and CRT-Alternate Test Administration Manuals posted on iServices : http://iServices.MeasuredProgress.org
January 9-25, 2012	**AIM* Assessment Registration Collection.** Update enrollment records for all students as of the 1st day of second semester. Barcode labels are generated for students in grades 3-8 and 10. Any students that enroll after January 25, 2012 will not have a barcode label.
January 17, 2012	System Test Coordinators receive from Measured Progress a mailed copy of the System Test Coordinators' Manual and a memo with instructions and the password necessary to access and download the CRT-Alternate Test Booklets online.
January 18-20, 2012	Statewide Assessment/Data Conference (Helena)
February 1, 2012	CRT-Alternate Test Booklets available online NOTE: System Test Coordinators need the password in the memo from Measured Progress dated January 12 and planned for receipt in the district on January 17.
February 1-10, 2012	Spring attendance collection: • Enter/modify enrollment records for all students that have entered or exited since last data entry • Enter aggregate hours and attendance data for every student enrolled on 2/1/12
February 13, 2012	Deadline for System Test Coordinators to download and print the following materials for teachers administering the CRT-Alternate • *CRT-Alternate Test Administration Manual* • CRT-Alternate Test Booklets
February 8 – March 23, 2012	**CRT-Alternate Assessment Test Window** (Please note: The first week is intended for preparation.)

February 13-15, 2012	CRT and CRT-Alternate test materials shipment from Measured Progress System Test Coordinators receive testing materials: 1. Information memo 2. Materials Summary 3. Barcode labels—sorted by grade, teacher, student 4. Form for voided and unused barcode labels 5. CRT Test Coordinators Manual (TCM) – One manual for each school packed with the lowest grade's materials 6. Test Administrators Manuals (TAM) – One per grade for each school plus one for every twenty students enrolled 7. Special Handling Envelope 8. UPS ground label for returning test booklets and CRT-Alternate materials 9. "For Return of Used Answer Documents" Envelope(s) 10. Flat box with pre-affixed UPS 2Day RS label for returning used answer booklets 11. Test booklets including large print and Braille 12. Answer booklets 13. CRT-Alternate Return Materials 14. CRT-Alternate Test Materials Kits
February 29 – March 23, 2012	**CRT Test Window**
March 1-23, 2012	**AIM* Spring Program Participation Collection.** March 23 is the deadline. Student data should be accurate as of test window count date: March 13, 2012.
March 9, 2012	The online test security agreement authorization for System Test Coordinators and school principals/authorized representatives is activated: http://iServices.MeasuredProgress.org
March 13, 2012	**Test Window Count Date.** Students enrolled in the school on this date make up the set of students to participate in the CRT assessment. Data should be reported in the Program Participation and Test Window Attendance Collections for these students.
March 13-23, 2012	**AIM* Test Window Attendance Collection.** March 23 is the deadline. Data should reflect counts taken for March 13, 2012.
March 26 to April 27, 2012	OPI staff works with District AIM specialists to cleanup and verify AIM data.
March 28, 2012	**March 28 is the deadline for System Test Coordinators to ship** via UPS all used CRT answer booklets, CRT used and unused materials and CRT-Alternate materials (each student's CRT-Alternate materials should be packed in an individual tyvek enveloped and retuned with the CRT Test Booklets. See pages 16-17 of the Test Coordinator's Manual for packing and shipping instructions.
May 1, 2012	Testing (AYP) Snapshot of data taken from AIM. Snapshot of all students enrolled on March 13, 2012 used for determining student

	groups for AYP calculation and state and federal reporting. Snapshot data are used to populate MARS. Any changes made in AIM after April 27, 2012 will NOT be reflected in MARS or in AYP calculations.
End of May 2011	Results posted on *MARS*

How the AIM Collection Schedule Affects CRT Processes

The AIM Collection Schedule meets requirements for No Child Left Behind (NCLB) regarding the timeline of providing Adequate Yearly Progress (AYP) results to districts.

- OPI staff will take a "snapshot" or freeze data from AIM on May 1, 2012. This data set will reflect all students enrolled on March 13, 2012 and their program participation (meal status, special education status, LEP, race/ethnicity) that will be used to determine student groups.
- This snapshot data set will be used to populate *MARS* (Montana Analysis and Reporting System from Measured Progress) and will be used in the calculations for AYP.
- We encourage districts to plan ahead to make certain that data is submitted to the OPI by the collection deadline.
- This allows AIM staff to aid districts as they verify the accuracy of the data and ensures quality data is used in the AYP calculations.
- The AIM Collection Schedule is online at

http://www.opi.mt.gov/pub/AIM/AIM%20Collections/11_12AIMCollectionSchedule.pdf

Barcode Labels and Materials for Grade 10 students attending the Montana Youth ChalleNGe Academy.

Grade 10 students who enter the Montana Youth ChalleNGe Academy in January 2012 must participate in the CRT.

- The CRT will be administered to them by a trained test administrator for the Academy.
- Testing materials, including barcode labels, will be sent to the test administrator for the Academy.
- Those materials will be returned to Measured Progress after testing.
- The students' participation and results will be reported with their schools not the Academy.
- OPI will send the *AIM* file to Measured Progress to generate CRT barcode labels. The deadline to enter information for barcodes is January 25, 2012.
- By January 25, 2012, please work with your *AIM* staff to complete the *AIM* enrollment information for all students including the identification of grade 10 students attending the Montana Youth ChalleNGe Academy.

| Credit Summary | Assessment | Behavior | Graduation | AdHoc Letters | Records Transfer |
| Summary | Enrollments | Schedule | Attendance | **Flags(formerly Programs)** | Grades |

New

Note: Curriculum Programs have been moved to the new Academic Program tab located in Student Information > Academic Planning > Academic Program

Student Flag Editor

Flag	Start Date	End Date	User Warning
MT Youth Challenge	01/17/2012		

- This screen shot from *AIM* shows a record identifying that the student is participating in the MT Youth ChalleNGe Academy.
- Following this process will ensure that the Montana Youth ChalleNGe Academy will receive the materials to test your students. Thank you.

Montana Digital Academy

All Grade 10 students enrolled in a public high school for 180 hours or more, including those students taking classes through the Montana Digital Academy, are required to participate in the CRT assessment in the school in which they are enrolled. Each student should have a state student ID and be entered in AIM.

Montana Job Corps

Grade 10 Montana students enrolled in the Job Corps are required to participate in the CRT. AIM enrollment data will be used to identify those students, and OPI will make arrangements for their participation.

Enrolled Students Who Do Not Participate in the Spring 2012 CRT or CRT-Alternate

- All students enrolled in the tested grades are required to participate in the Spring 2012 CRT or CRT-Alternate.
- Despite this requirement, systems, schools, and OPI must report reasons in those cases when an enrolled student does not participate in the statewide testing.
- Information regarding this requirement and a worksheet for schools' ongoing record keeping during test administration is on the CRT and CRT-Alt Test Administration site. In addition, OPI mailed paper copies to System Test Coordinators Dec. 30, 2011.
- The worksheet is for each school's ongoing record keeping during test administration. It is to be used only for non-participating students enrolled during the school's testing window and does not replace the voided barcode label form for students who move during testing.
- OPI will contact all System Test Coordinators with more information and instructions for accessing the secure online site for entering the information.

Voided Barcode Label Form Reminder

- Make a copy of the completed form after barcode labels have been placed and reasons checked. Share this information with your AIM specialist to ensure that the changes are made in AIM.
- **Completing and returning this form to Measured Progress DOES NOT change the information in AIM. It must be changed in AIM by your AIM specialist.**

Students Who Move During the Testing Window

A table with information on procedures will be posted on the CRT and CRT-Alt administration link:

http://www.opi.mt.gov/Curriculum/MontCAS/index.html#p7GPc1_7

Many thanks to Sara Loewen, OPI AIM Administrator for her collaboration on this important document.

COMING UP: CRT Test Development Events 2011-2012

You are invited to nominate yourself and/or a colleague to participate in CRT development sessions.

- All sessions are in Helena.
- Training is included at each session.
- Lodging is provided for participants living 90 miles or more from Helena. In addition, mileage, meals not provided during the sessions, and substitute pay are reimbursed. Renewal units are also available. For the June meetings, honoraria are provided.
- We look forward to hearing from you soon. Nomination is online at the following link: http://iservices.measuredprogress.org/Default.asp?ProgramID=11&submit1=Enter

2011-2012 Test Development Events		
Date	**Event**	**Participants**
April 16-17, 2012	Item Review	Panels of six elementary, middle school, and high school teachers, including special education and LEP teachers each for the following contents and grades: Reading: Grades 3-4, 5-6, 7-8, and 10 Math: Grades 3-4, 5-6, 7-8, and 10 Science Grades 4, 8, and 10
April 18, 2012	Item Review	Panels of five each elementary, middle school, and high school teachers.
June 26-27, 2012	Field Test Statistical Review	Panels of: Reading, grades 3-6: four teachers* Reading, grades 7, 8, and 10: three teachers* Math, grades 3-6: four teachers* Math, grades 7, 8, and 10: three teachers* Science, grades 4 and 8: four teachers** Science, grade 10: three teachers * =1 for each grade **=2 for each grade

MontCAS Presents
Back by popular demand: Two online classes

- *Standards-Based IEPs* was funded by a United States Department of Education General Supervision Enhancement Grant. The class includes a series of prerecorded online modules and facilitated online learning communities. Dr. Gail McGregor will facilitate the learning communities.
    - The modules are online at the *MontCAS Presents* site and can be viewed and used in numerous ways for professional development.
- *FAME-CI: Formative Assessment for Montana Educators—Classroom Instruction*, includes a series of readings and online learning communities. Dr. Stevie Schmitz will facilitate the learning communities.
    - This class expands upon previous online *FAME* classes; however, there are no prerequisite classes.
    - The class text will be provided to Montana educators while supplies last.
- Graduate credit or renewal units will be available for both classes.
- More information will be on the *MontCAS Presents* website by the end of January 2012. http://www.opi.mt.gov/Curriculum/MontCAS/MontCAS_Presents.html

English Language Proficiency (ELP) Assessment

The new MontCAS English Language Proficiency Test is *ACCESS for ELLS* which is developed by the WIDA consortium and managed by Metritech, Inc. Students identified as Limited English Proficient in grades K-12 are required to participate. Thank you for your time and expertise in working with this new assessment.

Important Dates

Deadline for ordering additional materials	January 13, 2012
Testing Window	December 1, 2011 – January 27, 2012
Deadline for systems to ship materials to MetriTech **Returning Test Materials –** Please remember that all used and unused test materials (test booklets, answer documents, test administrator manuals, etc.) are all secure materials and must be returned to Metritech, Inc. in one complete shipment by February 2, 2012. Please reference page 16 in your *ACCESS for ELLs Test Administration Manual* for detailed instructions on how to package your materials for return.	February 2, 2012

IF you are still testing. . .

- If a newly enrolled student is identified as LEP and you have no other LEP students enrolled, please call OPI immediately so we can assist you in obtaining testing materials. Please contact Therese Tucker, 406-444-0748 or **ttucker@mt.gov**
- **All** students identified as LEP are required to participate in the ELP including newly enrolled LEP students.
- Before testing, you must view the test administration training webinar *Pre-ACCESS for ELLS Test Administration Training* that is online on the WIDA web site www.wida.us Your WIDA username and password are required.
- If there is no barcode label for a student, make certain the student is entered in AIM and has a state student ID. Bubble in only the student's name on the front page and the state student ID number on the back page. It is a nine-digit number and should be bubbled left to right. The remaining information is captured in AIM.
- If you need materials for a newly enrolled student, you can order by emailing or calling wida@metritech.com or 800-747-4868. In lieu of a label, you must contact AIM to get the state student ID for that student. Once you have the test booklet, bubble in only the student's name on the front page and the state student ID number on the back page. Lynn Hinch, OPI Assistant Division Administrator and Bilingual Specialist, can advise you about what tier to order (406-444-3482, lhinch@mt.gov).

And, thank you for all your good questions. We have compiled them and their answers in a frequently asked questions document that is posted at http://www.opi.mt.gov/PDF/Assessment/ELP/11ACCESS-ELLs-FAQ-Memo.pdf

PLEASE NOTE:

- A pre-session on the reports and instructional uses of the *ACCESS for ELLs* test reports will be presented at the OPI state assessment conference the afternoon of January 18, 2012. Information about the conference is at the following link: http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_5
- **Feedback Forms –** Your feedback about your experiences during this first year of *ACCESS for ELLs* testing is very valuable to us in guiding future improvements. A feedback form will be sent to you soon.

OTHER Assessment News . . .

ACT Plus Writing

In the spring of 2012, juniors in 51 Montana high schools will have the opportunity to take the ACT Plus Writing on a school day at their high schools. The test will be provided for these students without cost. This is because the Montana GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Program received a $28 million, seven-year grant.

- Included in that grant is an implementation pilot of the ACT Plus Writing to determine the feasibility of all juniors in all Montana high schools taking the test in their high schools in the future. A sample of high schools, in addition to GEAR UP high schools, has been selected to administer the ACT Plus Writing in their schools in April 2012.
- These schools have been busy meeting deadlines and learning their responsibilities. ACT is impressed with how responsive our pilot schools are. Thank you all.
- OPI has established a website for ACT materials and information. It is: http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_12

Getting Ready for the Transition to the Montana Common Core Standards and Assessments

Current information and updates on transitions to the Montana Common Core Standards (MCCS) and assessments are available on the OPI *Getting Ready* link: http://opi.mt.gov/MontanaCommonCoreStandards

On the new *Getting Ready* website you will find information and resources such as

- Fact sheets
- Resources
- Scripted power points

OPI *Getting Ready* Contacts:
Jean Howard, Mathematics Curriculum Specialist
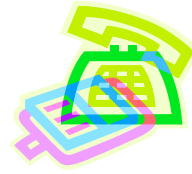jhoward@mt.gov 406-444-0706
Cynthia Green, ELA Curriculum Specialist
Cgreen4@mt.gov 406-444-0729
Judy Snow, State Assessment Director
jsnow@mt.gov 406-444-3656

Testing Contractor Contact Information

The CRT and the CRT-Alternate—Measured Progress, Inc.

Dan Verdick, Montana CRT Program Manager
dverdick@measuredprogress.org or 800-431-8901 x2220
Nancy Hall, Montana CRT Program Assistant
nhall@measuredprogress.org or 888-792-2741
Tim Greenlaw, Montana CRT-Alternate Program Manager
greenlaw.timothy@measuredprogress.org or
800-431-8901x2309

ACCESS and the *W-APT*, English Language Proficiency Assessments WIDA Consortium

help@wida.us or 1-866-276-7735
Wida@metritech.com or 1-800-747-4868

OPI Assessment Staff

Alisia Landis, Administrative Assistant
alandis2@mt.gov, 406-444-3511
Helen Christensen, Interim Assessment Specialist
hchristensen2@mt.gov, 406-444-0748
Therese Tucker, Interim Assessment Specialist
ttucker@mt.gov
Judy Snow, State Assessment Director
jsnow@mt.gov, 406-444-3656

FAX: 406-444-0743